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22 FEB 1984

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (15-21 February 1984)

A. PROGRESS ON ACTION ITEMS

25X1 ✓ 1. Efforts continue to resolve the impasse on Comparative Evaluation Board and Panel Process, because of disagreement on wording for the four categories of comparative evaluation descriptors. The Regulations Control Division (RCD) arranged a meeting on 16 February with representatives from the affected Directorates (DI, DS&T, and DO) to continue to address the issue. A consensus has been reached on Categories I, II, and IV. There remains a problem in wording on Category III. Representatives of the directorates were charged with preparing new wording and a meeting is scheduled for 8 March to resolve this issue.

2. The TRIS Requirements Document was approved by the TRIS Users Group on 15 February. The document is being updated in preparation for its review by the TRIS Configuration Control Board. In addition, a report is being prepared which lists all of the significant additions and deletions of requirements that have been made since the DDA and the Executive Director were briefed on TRIS last fall.

25X1 3. Representatives of the Records Management Division (RMD) met with representatives of the Defense Intelligence Agency (DIA) to discuss CIA's experience in operating an archives and records center. DIA Historian, has been visiting intelligence agencies throughout the Intelligence Community to learn about similar types of operations and plans to prepare a paper for the Director of DIA recommending the establishment of an archive-type operation at his agency. 25X1 wants to retain DIA policy papers, directives, and the like, in a central archives because his agency has difficulty keeping track of this information.

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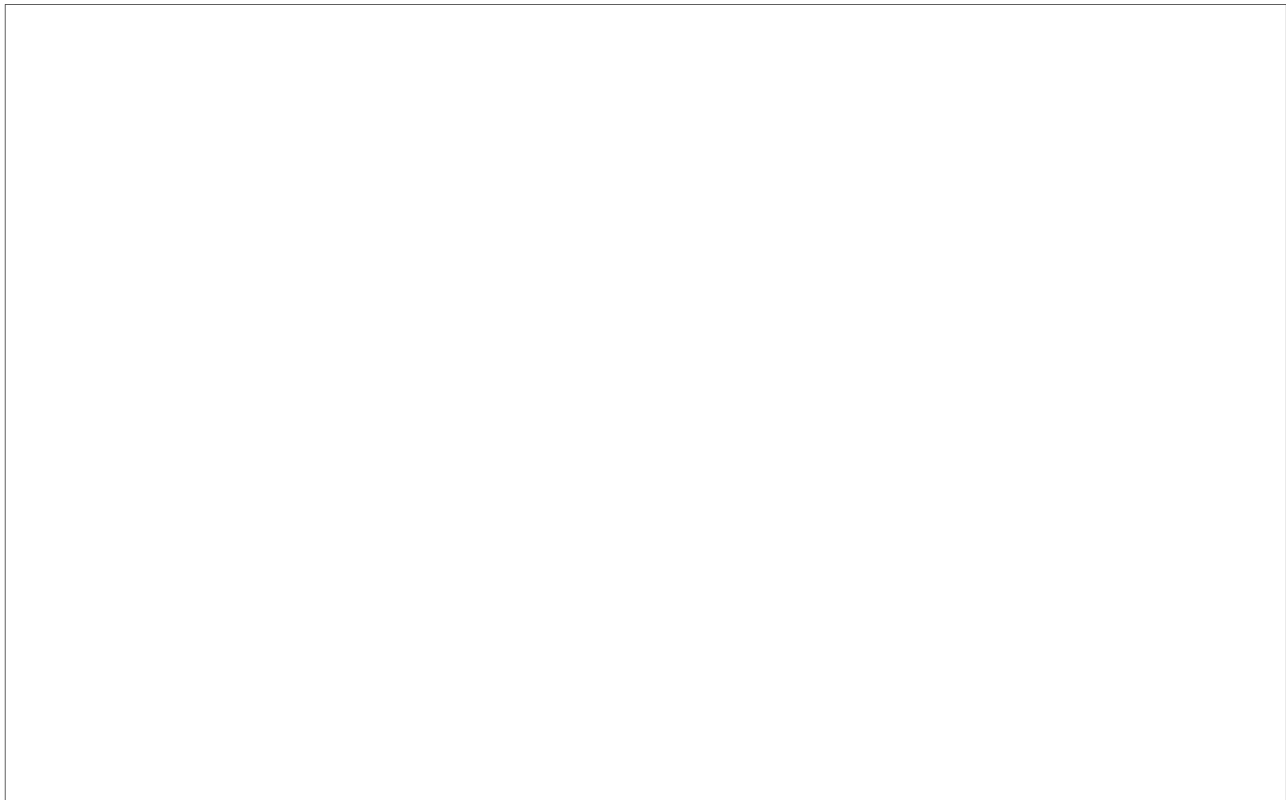
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B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST

1. The Director and Deputy Director of Information Services, and Chief, RMD, met with senior managers of ORD and OGI to determine their willingness to assist in the establishment of an Information Services Center (ISC) in the Ames Building. While agreement was reached in principle with both Offices, there are still some problems that must be worked out concerning space and manning for this activity. OIS will also be taking over responsibility for the operation of some ORD laser printers in the Ames Building, but it is not yet clear how they will be incorporated into the registry. The Ames Building ISC will be used to train MI careerists in registry operations and to test the concept of a consolidated registry operation. If this experiment proves successful, we want to incorporate this concept in the new Headquarters Building.

✓ 2. A memorandum was sent to the DDA discussing the problem of the large number of unaccounted for Top Secret collateral documents in the Agency. The memo outlined deficiencies in the Top Secret Collateral Documents Program and how they might be overcome. Additional positions were requested so that OIS can begin to address the backlog.



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